

**KENTUCKY BOARD OF LICENSURE FOR
LONG-TERM CARE ADMINISTRATORS
MINUTES
April 16, 2014**

The Board of Licensure for Long Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on April 16, 2014.

BOARD MEMBERS PRESENT

Greg Wells, Board Chair
Christopher Minnich, NHA, Vice Chair
Joseph Flatt
Craig Jennings, NHA
Barbara Lester, Citizen-at-Large
Kim Nall, NHA
Dr. Karen Skaff, RDH, Ph.D.

Occupations and Professions Staff

Jennifer Hutcherson, Board Administrator
Robin Vick, Board Administrator
Gordon Slone, Executive Director

Others

James Grawe – Office of the Attorney General

BOARD MEMBERS ABSENT

Patrick Donahue
Dr. Patrick Murphy, Ph.D

CALL TO ORDER

Mr. Wells called the meeting to order at 10:22 a.m.

SWEARING IN

Robin Vick, Board Administrator with O&P, was present to swear in new board member, Craig Jennings, representing Leading Age Kentucky. Ms. Vick left the meeting following Mr. Jennings' swearing in.

MINUTES

Dr. Skaff made a motion to approve the minutes from the January 15, 2014 meeting as presented. The motion was seconded by Mr. Minnich, and carried unanimously.

FINANCIAL REPORT

The Board reviewed the financial report for January, February and March 2014 and the legal fees report for December 2013, January and February 2014.

OCCUPATIONS AND PROFESSIONS REPORT

Mr. Slone presented the Memorandum of Agreement to the board and answered questions regarding the MOA. Ms. Nall made a motion to accept the MOA with O&P. Mr. Minnich seconded the motion, and it carried. Mr. Slone also reported that Gerald Lang, the new Resource Management Analyst in the fiscal section, began on April 7th. Mr. Lang will assist the boards in keeping the websites up to date. A new employee will be hired on May 1st to fill the last vacancy in the fiscal section.

BOARD COUNSEL REPORT

No report was given.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

The board discussed the NAB Annual Meeting in Louisville, June 4-6, 2014. A motion was made by Mr. Flatt to elect Dr. Skaff as the delegate from Kentucky. The motion, seconded by Ms. Nall, carried. Ms. Hutcherson will notify NAB that Dr. Karen Skaff will serve as the delegate from the state of Kentucky.

The board discussed a request from Cedar Lake to use one administrator to operate two locations. The board unanimously agreed that one administrator should not operate more than one facility.

COMPLAINTS COMMITTEE

The complaint committee reviewed all complaints that new documentation was received for, fifteen total. The committee recommended dismissal of the following complaints:

- | | | |
|----------|----------|----------|
| • 13-020 | • 13-037 | • 14-002 |
| • 13-033 | • 13-038 | • 14-006 |
| • 13-034 | • 14-001 | • 14-008 |

The following complaints are still pending:

- | | |
|--------------------------------|----------|
| • 12-126 | • 14-003 |
| • 12-137 (under investigation) | • 14-004 |
| • 12-138 (under investigation) | • 14-005 |
| • 13-009 (under investigation) | • 14-007 |
| • 13-025 | • 14-009 |

There still has been no report on the three complaints that are under investigation. They were sent to investigator Stephen Curley on September 24, 2013. Mr. Slone will contact Mr. Curley and request a report by the next regularly scheduled meeting of the board.

APPLICATIONS COMMITTEE

The application committee reviewed applications and made the following recommendations:

Approved:

- | | |
|-----------------------|---|
| • Angela Bailey | • David Thomas |
| • Matthew Bilewicz | • Thomas Thompson (pending receipt of fourth recommendation letter) |
| • Christopher Case | • Penny Upton |
| • Eugenia Fowler | • Andrew Vogel |
| • Larry Holden | • Glenn Wilson |
| • Christopher Jackson | • Stephanie Zoeller |
| • Stella Meadows | • Stacey Johnson |
| • Jesse Ray | |

Deferred:

- Farrah Mattingly

Denied:

- Janie Swedenburg
- Erich Hayman

The application committee reviewed the following inactive and audited renewals:

Inactive:

- | | |
|------------------------------|-----------------------------------|
| • John Daugherty – Approved | • Zettie Parker-Turner – Approved |
| • Shirley Kendall – Approved | • Leslie Wilson – Approved |
| • Delbert Ousley – Approved | |

Audited:

- Danny Brainard, Jr. – Approved
- Michael DeBorde – Approved
- Christine Dietel – Approved
- Deborah Gibson – Approved
- Donna Lee – Approved
- Janie Cunningham - Approved

The application committee reviewed the following reinstatement and reactivation requests:

- Crystal Janes – Reinstatement – Approved
- Lynette Smith-Leary – Reinstatement – Approved
- David Dietz – Reactivation – Approved

CONTINUING EDUCATION COMMITTEE

The continuing education committee approved the following courses:

- Conducting Serious Incident Investigations
- Hand in Hand and Elder Abuse Training Series
- Supporting Rehab RUGS & Preparing for Medical Review
- Managing Quality and Regulatory Compliance
- Ky Association for Gerontology 2014 Conference

NEXT MEETING

The next board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators is scheduled for Wednesday, July 16, 2014.

TRAVEL AND PER DIEM

Mr. Minnich made a motion to approve the Board's travel and per diem expenses for the April 16, 2014 meeting. Ms. Nall seconded the motion and the motion carried unanimously.

ADJOURNMENT

With no further business to discuss the meeting was adjourned by Mr. Wells at 11:16 a.m.